

## **WEST STREET SCHOOL BUILDING COMMITTEE MEETING MINUTES**

---

Meeting Date: August 20, 2015

Location: 10-B West State Street

Members Present: Mark Bail, Chair of the West Street School Building Committee  
Joe Rokowski, Vice Chair, West Street Building Committee  
Deborah Barthelette, Principal, West Street Elementary School  
Judith Houle, Interim Superintendent of Schools  
Andrea Kennedy, West Street Building Committee Member  
John Libera, Chair of the Granby Finance Committee  
Chris Martin, Town Administrator  
Jim Morrissey, West Street Building Committee Member  
Jim Pietras, Granby School Committee Member  
Ken Scully, Director of Maintenance, Granby Public Schools  
Lynn Snopek-Mercier, West Street Building Committee Member

Absent: Jennifer Fraser-Champagne, Principal East Meadow School  
Emre Evren, Granby School Committee Member

Also in attendance: Alan Minkus, Colliers International  
Margo Jones, Jones Whitsett Architects (JWA)  
Kristian Whitsett, Jones Whitsett Architects (JWA)  
Lillian Camus

Mark Bail called the meeting to order at 6:30 p.m.

### Approval of May 13, 2015 minutes

Approval of the May 13 minutes was postponed.

### Approval of July 16, 2015 minutes

Mark Bail noted various changes that were made to the July 16 minutes.

Motion was made by Chris Martin and seconded by Judith Houle to approve the July 16, 2015 minutes as amended. The July 16, 2015 minutes were approved unanimously as amended. Deborah Barthelette, Jim Pietras and Ken Scully abstained.

### MSBA – Preferred Schematic Design (PSR) Meeting Update

Alan Minkus distributed an updated PSR. He reviewed the progress to date. Mr. Minkus noted he, along with Mark Bail, Jim Morrissey, Jennifer Fraser-Champagne and Chris Martin attended the August 6 MSBA Board meeting. The MSBA Board has approved the schematic design.

Mr. Minkus noted we are on track for the December 1, 2015 submission of the Schematic Design Report submission including DESE submittal.

### JWA – Schematic Design Update

Kristian Whitsett gave an update on the schematic design which incorporated suggestions from the last meeting and meetings with the Superintendent and Principals.

Jim Pietras asked if there is a barrier to get from the ramp to the stage. Kristian Whitsett will check and get back to the Committee.

Kristian Whitsett explained the two drop off areas for students. Judith Houle noted they currently use the two drop off areas at East Meadow so it will stay the same.

Kristian Whitsett discussed the various classrooms that would have shared areas and the difficulty of getting enough light in the areas.

Margo Jones reviewed potential seating arrangements in the classrooms. These will be refined once meetings have been held with the superintendent, principals and teachers.

Kristian Whitsett reviewed potential cafeteria layout designs to hold 150 students. Mr. Whitsett will check into whether a modern type of privacy wall could be installed on the stage to separate it from the cafeteria.

Kristian Whitsett reviewed two options for roof designs with a combination of flat and pitched roofs. Ken Scully noted that the snow typically gathers on the south side and up against a slanted area.

Jim Pietras noted it gets warm in the rooms with the sun coming through. Kristian Whitsett noted the overhang will temper some of the heat.

Andrea Kennedy asked if principals and teachers would want more natural light. Deborah Barthelette agreed they would prefer more natural light.

Joe Rokowski noted would prefer to see the gym, music/stage and cafeteria closer together as he sees the space being used as a possible location for Town meetings.

Jim Morrissey suggested another look at the different roofs with regard to snow coming off the roof at the entry area, etc.

Alan Minkus noted the roof at the entrance that is slanted backwards could be designed differently to take into account snow coming off the roof.

Alan Minkus asked them to talk with their estimator regarding the costs of the higher roofs (option 1 vs. option 2). Kristian will talk with their estimator.

Motion was made by Chris Martin and seconded by Deborah Barthelette to go forward with Option 2 on the roof designs with some modifications as discussed. The Committee unanimously approved.

Kristian Whitsett reviewed the next steps:

- Meet with town department heads – potentially August 27
- Room data sheet meeting with select teachers and staff – early September
- SD package to cost estimators – October 2
- Cost estimate reconciliation- October 20
- Submit SO report to MSBA – December 1

#### Public Outreach Update

Joe Rokowski reviewed an updated K-6 School Outreach Activities and Plan. There was a lot of discussion on the Public Outreach plan and upcoming activities between now and the vote in February and March. Following is what was decided:

#### **Flyers, Tri-Fold Mailer and Postcard**

- One Page Flyer - We need a simple one page flyer that we can hand out at the upcoming open houses at the three schools. The goal would be to say a few words at each session and hand out the flyer. We want to list the school website as a place to drive parents and the community for more info and update.

Action: Jim Morrissey and Lynn Mercier will work with JWA to create the one page flyer. JWA will print 1,000 color copies by the end of August so that we have them for the open houses in September

- Trifold Mailer – The Committee reviewed the mockup of the trifold mailer. The Committee agreed that it was very nice. The Committee agreed that they will make further edits to the flyer with the goal of having a finished product that could be mailed in late November to all residents. The flyer would be informational in nature, provide facts, possible tax range impact, and announce the dates for the Special Town Meeting and ballot vote.

Action: JWA will come to the September 24 meeting with the next iteration of the flyer.

- Postcard – The goal is to create a simple post card reminder mailer to be distributed in late January for the February 8 Special Town Meeting.

Action: None right now. We will revisit in November

#### **School Open Houses and other Events**

The Committee plans to take five minutes at the beginning of each open house to update parents on the status of the school project and hand out one page info sheets for more details.

**PTO** – Joe Rokowski reported that Mark, Jim and Joe attended a recent PTO event to update that constituency.

**East Meadow** – September 10 at 6:15 p.m. – Jim Morrissey will handle

**West Street** – September 16 at 6:30 p.m. – Andrea will handle

**High School** – September 17 at 6:00 p.m.– Joe will handle

**Council on Aging** – November 5 at 12:00 noon – Jim Pietras will handle

**Lions Club** – Jim Pietras will handle  
**Fall Town Leadership Meeting** - October 28 at 7:00 p.m.

**Press Release**

Mark Bail agreed to create a small press release to be printed in the Sentinel to just keep the project front and center. Again, we will drive traffic to the school website but will also remind people of various outreach activities including open houses in September.

**Public Service Announcements**

Andrea Kennedy mentioned that she was having the first installment of the Public Service Announcement completed on August 20. That will soon be posted to the channel 12 or 15.

**School Website**

Now that a script exists, a flyer and floor plans etc., Judy Houle will create space on the school website for the information.

**Any other business to come before the Committee**

None

**Next Meeting Date**

Thursday, September 24, 2015 at 6:30 p.m. at the East Meadow Cafeteria.

The October meeting has been moved from October 15 to October 22. Same time and location.

**Adjournment**

Motion made to adjourn by Deborah Barthelette and seconded by Judith Houle. Approved unanimously and adjourned at 7:57 p.m.

Respectfully submitted,

Lillian Camus  
Recording Secretary